

Information Technology (IT) Request Preparation and Submission Checklist

Purchase Estimate (PE) STD. 66 / FI\$Cal Requisition / Standard Agreement STD. 213

The following checklist has been prepared to assist you in the preparation and submittal of your IT purchase request to the Department of General Services (DGS), Procurement Division (PD), One Time Acquisitions (OTA) unit. Attach all applicable items to your request.

This checklist and additional tools are available on the OTA website: <http://www.dgs.ca.gov/pd/Programs/onetime.aspx>

Please note, not all items listed are applicable to each purchase request.

Item	Description	✓
Purchase Estimate (FI\$Cal Future Release, Exempt and Deferred (FRED) agencies)	Submit completed and signed PE and attachments to IAU@dgs.ca.gov or mail to: DGS/Procurement Division Intake & Analysis Unit, Attn: <u>One Time Acquisitions Unit</u> 707 3rd Street, 2nd Floor West Sacramento, CA 95605 NOTE: Final product will be a Purchase Order (PO)	
OR		
FI\$Cal Requisition (FI\$Cal transacting agencies)	Submit via FI\$Cal system. Refer to procedures at: http://www.documents.dgs.ca.gov/pd/pestatus/Create%20a%20Requisition%20to%20submit%20to%20DGS%20OTA%207.26.16.pdf NOTE: Final product will be a PO	
OR		
Standard Agreement (STD. 213) & Agreement Summary (STD. 215)	Submit four (4) signed (wet ink) STD. 213s, one (1) signed (wet ink) STD. 215 and one (1) STD. 215 copy mail to: DGS/Procurement Division Intake & Analysis Unit, Attn: <u>One Time Acquisitions Unit</u> 707 3rd Street, 2nd Floor West Sacramento, CA 95605 NOTE: Final product will be a STD. 213 Agreement	
Approved Limit to Brand Statement (LTB) (if applicable)	Refer to: SCM Vol. 3, Ch. 4, Section C, Topic 3 and SCM-F, Ch. 2, Section B, Topic 6	
OR		
Approved Non-Competitively Bid Contract Justification (NCB) (if applicable)	Refer to: SCM Vol. 3, Ch. 5 and SCM-F, Ch. 6	
OR		
Approved Special Category Request (SCR) (if applicable)	Refer to: SCM Vol. 3, Ch. 5, Topic 4 and SCM-F, Ch.6, Topic 3	
Note: Contact Dispute Resolution Unit (DRU) at PDNCB@dgs.ca.gov regarding any and all questions		

**Information Technology (IT) Request Preparation and Submission Checklist
Purchase Estimate (PE) STD. 66 / FI\$Cal Requisition / Standard Agreement STD. 213**

Item	Description	✓
Pre-Procurement Reviews and Approvals	<p>Certain classes of purchases that may require review and approval before a department can proceed with a purchasing activity</p> <p>Refer to SCM Vol. 3, Ch. 2, Section C and SCM-F, Ch. 2, Section C</p>	
Approved Property Survey Report Form (STD. 152) (if applicable)	<p>Trade-in of state property. Submit a copy of the STD. 152 form with your request to support the purchase of replacement equipment as a result of being lost, stolen, or destroyed</p> <p>Refer to SCM Vol. 3, Ch. 10, Topic 7, SCM-F, Ch.2, Section C, Topic 1, (2.C1.6)</p>	
Approval of Agency Secretary and Department Director (or next ranking official) (if applicable)	<p>For new and existing proprietary software above agency's purchasing authority</p> <p>Refer to: SCM Vol. 3, Ch.5, Topic 5, (5.5.0 – 5.5.1), SCM-F, Ch. 6, Topic 4 (6.4.0 – 6.4.1)</p>	
IT Procurements under \$100,000 Internal IT Approval	<p>Provide documentation as to how the acquisition was authorized. Acceptable forms of documentation are:</p> <ul style="list-style-type: none"> • Desktop and Mobile Computing Justification (DMCJ Form) • Approved FSR Transmittal • PIER approval letter, Identifying how acquisition is excluded from SAM 4819.32 <p>Refer to SCM Vol. 3, Ch. 2, Section C, Topic 6, (2.C6.2) and SCM-F, Ch. 2, Section E, Topic 5, 2.E5.2</p> <p>For DMCJ Form: Refer to: SCM Vol. 3, Ch. 2, Section B, Topic 7 and SCM-F, Ch. 2, Section E, Topic 4</p>	
IT Procurements valued at \$100,000 or more Certification of Compliance with Policies Pursuant SAM Sections 4819.41 and 4832	<p>In support of a development effort</p> <p>Refer to: SAM 4832 http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev433/c_hap4800/4832.pdf</p> <p>Refer to: SCM Vol. 3, Ch.2, Section C, Topic 6, (2.C6.1) or SCM-F, Ch.2, Section E, Topic 5 (2.E5.1) – When certification is not required</p>	
Desktop Mobile Computing Justification form (DMCJ) and Statement of Fact (if applicable)	<p>When acquiring desktop and mobile computing goods</p> <p>DMCJ Form: http://www.documents.dgs.ca.gov/pd/pestatus/Desktop&MobilComputingJustification.pdf</p> <p>Refer to SCM Vol. 3, Ch. 2, Section B, Topic 7, (2.B7.0 - 2.B7.3) and SCM-F, Ch. 2, Section E, Topic 4, (2.E4.0 – 2.E4.3)</p>	

Information Technology (IT) Request Preparation and Submission Checklist
Purchase Estimate (PE) STD. 66 / FISCAL Requisition / Standard Agreement STD. 213

Item	Description	✓
Feasibility Study Report (FSR) (if applicable)	For IT Projects - Submit with approval signatures and FSR number, documentation of scope, costs, benefits, schedules and methodologies Refer to: SCM Volume 3, Ch. 2, Section C, Topic 3, (2.C3.1) and SCM-F, Ch.2, Section E, Topic 2, (2.E2.0) Refer to: California Department of Technology (CDT) letters, TL 12-1, TL 12-17 & TL 13-03 http://www.cio.ca.gov/Government/IT_Policy/TL.html	
OR		
Project Approval Lifecycle – Stage 1 Business Analysis (S1BA) Stage 2 Alternatives Analysis Stage 3 Procurement Analysis Stage 4 Solution Analysis	NOTE: After July 1, 2015 FSRs are no longer utilized. Refer to Department of Technology TL-14-07 dated 12 2014 – Project Approval Life Cycle, Stage 1 Business Analysis (S1BA) and Stage 2 Alternatives Analysis. http://www.cio.ca.gov/Government/IT_Policy/SIMM_19/SIMM19.html	
GC 19130 Justification (STD. 215 or equivalent) and proof of submittal to Department of Personnel Administration (DPA) (personal services contracts only)	Refer to: SCM Vol. 3, Ch. 2, Section B, Topic 4, (2.B4.3) and SCM-F, Ch.2, Section B, Topic 3, (2.B3.3) Refer to: Broadcast Bulletin, dated April 18, 2008 http://www.documents.dgs.ca.gov/pd/delegations/pac041808.htm	
Bargaining Unit Notification (STD. 215 or equivalent) (personal services contracts only)	Bargaining Unit Notification of proposed personal services contracts Refer to: GC 19132(b)(1) Refer to: STD. 215 (rev. 1-2014) Refer to: MM 14-01 http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM14_01.pdf	
Statewide Contract Exemption Form	Submit justification for purchasing outside of the IT statewide contracts Exemption Form: http://www.documents.dgs.ca.gov/pd/pestatus/StatewideContractExemptionForm.pdf Refer to: SCM Vol. 3, Ch.6, Section D, Topic 1, (6.D1.9) and SCM-F, Ch.5, Section B, Topic 1, (5.B1.8)	
Statement of Work (SOW)	A written description of IT Goods/Services to be acquired, submitted in Microsoft Word format Refer to: SCM Vol. 3, Ch.2, Section B, Topic 5, (2.B5.1) and SCM-F, Ch.2, Section B, Topic 8, (2.B8.1)	
Cost Worksheet	Itemized list of IT Goods/Services to be acquired. Include line item(s) for additional years and/or optional years. Submit in Microsoft Word or Excel format	
Proprietary Letter or Sole Source letter (if applicable)	Current letter on company letterhead from the manufacturer / supplier, addressed to State Agency, dated and signed Refer to: SCM Vol. 3, Ch.5, Topic 5, (5.5.0, 5.5.1) and SCM-F, Ch.6, Topic 4, (6.4.0, 6.4.1)	
Price Quote	Manufacturer / Supplier's current price quote	

Information Technology (IT) Request Preparation and Submission Checklist
Purchase Estimate (PE) STD. 66 / FI\$Cal Requisition / Standard Agreement STD. 213

Item	Description	✓
Prior PO or Agreement (if applicable)	Copy of prior PO or Agreement if request is for a renewal of services or like items	
Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) Option Market Research	<p>If purchase is valued from \$5,000.01 - \$249,999.99</p> <p>Refer to: Government Code (GC) Section 14838.5 (a) and (b)</p> <p>Refer to: SCM Vol. 3, Ch.4, Section B, Topic 7, (4.B7.0-4.B7.1) and SCM-F, Ch.4, Section D, Topic 3, (4.D3.0-4.D3.1)</p>	
<p>Email from the California Department of Technology (CDT) confirming purchase is not a Reportable Project</p> <p align="center">OR</p> <p>Post-Implementation Evaluation Report (PIER)</p>	<p>To confirm that your request is not part of/or a reportable project, submit your request to the your agency' Information Technology Project Oversight Division (ITPOD) contact</p> <p>List of Agency Assigned Contacts: http://www.cta.ca.gov/Contact_Us/staff_assignments.html</p> <p>Refer to: SAM 4819.37</p> <p>Refer to: BB P-10-13 http://www.documents.dgs.ca.gov/pd/delegations/pac091113_P-10-13.pdf</p> <p>A PIER is the final reporting requirement for a project. Once the PIER is approved, the project is officially complete and the system is considered a production system (application)</p> <p>Refer to: SCM Vol. 3, Ch.2, Section C, Topic 3, (2.C3.1)</p>	
Telecommunication Goods and Services	<p>Send all acquisitions for Telecommunication Goods and Services to the California Department of Technology (CDT), Statewide Technology Procurement Division (STPD)</p> <p>Email: CIOtechnologyprocurements@state.ca.gov</p> <p>Refer to: PCC 12120</p>	